

## **SCHEDULE F**

### **PROCESS FOR ADOPTING OR AMENDING PUBLIC SAFETY RULES AND REGULATIONS**

- Step 1. Proposed changes in the Rules may be submitted by City Management, the Human Resources Director or employees in the Public Safety Service.
- Step 2. The proposed change(s) will be reviewed at a hearing with the following in attendance: the Mayor, Police Chief, Fire Chief, Human Resources Director, City Attorney, the Personnel Advisory Board (3 members), and a representative for both police and fire non-administrative employees.
- Step 3. At the conclusion of the hearing a date will be set for an official vote to approve or deny the proposed changes.
- Step 4. The representatives for non-administrative police and fire personnel shall accurately reflect the preponderance of their department's personnel to determine their position on proposed changes.
- Step 5. On the established voting date, final discussions will be heard and each of the ten members of the review board will be given one vote with a simple majority determining whether to approve or deny the proposed changes. In the event that a voting member is unable to attend on the voting date, an absentee vote in the form of an explanatory memo shall be acceptable and read into the record by the Personnel Advisory Board.
- Step 6. If the review board approves the change(s), the new or revised policy shall be adopted, printed, and distributed to all affected City employees.